

Collection Development

Statement of Purpose

The purpose of this policy is to inform the public and guide professional staff, outline the principles and criteria for selecting, retaining and discarding resources (print, non-print and electronic). The policy assists the staff in building collections that are responsive to the community's educational, informational and recreational needs, while meeting the mission, roles and goals of the library.

Goals:

The goals that drive Collection Development are:

- Provide responsive service that meets the community's needs and interests.
- Provide high quality and relevant collections with active collection management.
- Utilize centralized collection management to increase efficiency in the library's acquisition and de-selection cycles.
- Provide services and collections to address emerging demographic trends.

Introduction

The library collection contains material that provides the citizens of Midland Park with equitable access to information and materials for lifelong learning, enrichment and enjoyment.

The library recognizes some materials may be considered controversial and may offend some users. Material, which represents only one point of view, may be selected to provide necessary alternatives to other material. The existence of a particular viewpoint in the collection is an expression of the library's policy of intellectual freedom, not an endorsement of that particular point of view: Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

The Board of Trustees of Midland Park Memorial Library (a.k.a. "the Board") adopts and declares that the American Library Association's Intellectual Freedom Statements will guide the development of the Library's collections. Specifically the library will adhere to and support the American Library Association's "Library Bill of Rights", "Freedom to Read" and the "Freedom to View".

The Board of Trustees delegates the development of the collection to the Director, while the overall collection development process for Midland Park Memorial Library involves a wide variety of individuals from the selectors to individual staff, including the Director.

Scope of Collection

The scope of the collection refers to the range and types of materials selected including the formats offered and the level of difficulty. The scope is as broad as possible to allow for the maximum possibility of free expression and free access to ideas. The Midland Park Memorial Library collection will focus on the general

patron rather than the researcher. It will also take into consideration special groups of patrons within our community--for example Spanish-speaking individuals and emergent readers.

Selection Guidelines

The "Selection Guidelines" relate to the Library's goals and objectives. Staff should keep the following in mind when recommending titles for selection. However, an item need not meet all considerations to be acceptable.

- Consider the identified, expressed or anticipated needs and interests of individuals in the general community.
- Consider the quality of content, such as timeliness, accuracy, literary merit, illustrations, indexes and bibliographies.
- Include different viewpoints, values, philosophies, cultures and religions whenever possible. Selections will not be made on the basis of any assumed approval or disapproval.
- Select a broad range of materials in all subject areas.
- Attempt to balance the collection with in-demand, current interest titles. (Midland Park Memorial Library may purchase multiple copies of specific authors and/or in high demand current interest titles.)
- Assess the significance in relation to library resources already available.
- Utilize standard selection sources recognized by librarians to identify materials to be purchased.
- Utilize specialized knowledge of Library staff.
- Consider the reputation and/or significance of author, publisher and/or producer.
- Select a variety of reading and comprehension levels based on community needs.
- Provide a wide variety of formats to meet differing needs of individual patrons.
- Maximize the effectiveness of the available materials budget.
- Consider other community resources, interlibrary loan, etc. to maximize the Library's resources. Out-of-print, used items, or items that require Library staff to go beyond the scope of its normal purchasing procedures are usually not purchased.
- Strive to develop a collection that complements the curriculum of area educational institutions but does not duplicate curriculum materials in use by educational institutions or home schooled students.
- Consider patron requests within the overarching principles of selection.
- Assess the quality of binding and physical suitability for library use.

Standard Selection Sources

Standard selection sources used to identify items for purchase may include:

- Professional journal reviews: Preference is given to the positive reviews published in Booklist, Kirkus, Library Journal, School Library Journal, Criticas, other nationally recognized, library-oriented journals.
- Standard collection tools and recommended lists, such as the N.Y. Times best seller list.
- Evaluative bibliographies in specialized areas.
- Lists such as "top 100", publishers' announcements, and similar sources.
- Award lists and "notable" and "recommended" lists published by professional associations.

Formats

The library acquires materials in a variety of formats. Selection within a format follows all general selection principles. (The Library monitors the development of new formats and uses the principles of selection to decide the appropriate time to add them to the collection. The Library also monitors the declining use of a particular format. When that format is discontinued, the existing collection will continue to circulate until no longer useful—for example, CD-Rom software and videocassette.

General Collection Statement

Adult Collection

Fiction

The fiction collection consists of retrospective and current titles of general fiction including short stories, genre fiction, large print, young adult and paperbacks.

The emphasis of the collection is on American and British authors, but world authors in English translation, local authors, and some small press publications are collected as well.

Nonfiction

The adult nonfiction collection serves patrons from adolescence beginning at the age of twelve through adulthood. It combines adult and young adult resources into one collection, offering access to the widest possible range of information.

The library seeks to maintain a well-rounded and balanced collection of nonfiction materials for the lay reader and to support patrons in their everyday life. Highly specialized materials for college courses will not be purchased. The collection is designed to cover broad areas of knowledge and interest, including both basic works of permanent value and timely materials on current issues.

Young Adult Collection

Young Adult materials are purchased to support a wide variety of interests from adolescence (age twelve) through adulthood. Selection is influenced by the special interests and developmental and informational needs of young adults and the bridging from the children's to adult resources.

While local curricula are generally supported, school textbooks and workbooks are specifically excluded from purchase in this collection.

Children's Collection

This collection serves the needs and interests of children from birth through early adolescent children up to the age of twelve; provides distinctive resources for adults working with or interested in materials for children; and supports the delivery of library services to this age group.

The collection includes a variety of print and non-print materials. School textbooks and workbooks are specifically excluded from the general circulating children's collection.

Periodicals and Newspapers

The periodical and newspaper collections supplement the book and non-print collections by providing up-to-date information, covering current topics not yet available in other print media, and presenting a more concise treatment of a subject than is usually found in books. Emphasis for magazines is placed on popular titles, business needs and a representative sampling of other topics. The collection is also used by the staff for professional development.

Funding constraints limit the number of subscriptions and copies purchased by the Library. Gift subscriptions may be accepted for magazines, if they meet general selection guidelines. The Library subscribes to a number of local, state, regional and national newspapers. Staff reviews the subscription lists annually.

Non-Print

Audio books

The audio book collection includes literature and popular fiction and nonfiction. The adult collection also contains language instruction resources, study courses, and spoken performances. The juvenile audio book collection emphasizes popular fiction, but includes recommended nonfiction titles, especially folktales.

Compact Discs (CDs)

The adult music CD collection consists of original, unedited works. It is intended for adolescence through adulthood. The collection emphasizes current popular material from all genres.

The juvenile music collection on CD emphasizes materials for early childhood and primary grades (birth through Grade 3). Popular music is included and an effort is made to collect a representation of musical styles, genres and different cultures.

DVDs

The adult collection of DVDs contains a broad selection of entertainment, informational, and instructional videos. It is intended for adolescents (age twelve) through adulthood. The emphasis of the collection is on popular materials. In addition, the collection is balanced with classic movies, independent films, foreign films, and nonfiction educational and documentary titles.

The juvenile DVD collection emphasizes early childhood and primary grades (birth through Grade 3), especially for home use. There are some "public performance" (for group viewing) videos within the collection.

Digital Collection

The digital collection consists of audiobooks, e-books, music, comics, and magazines. Some of the collection is purchased through BCCLS as part of a shared agreement. The library purchases its own digital content based on in house patron demand.

LaunchPads

The LaunchPads are for any BCCLS cardholder. They may be borrowed for seven days and cannot be returned via the book drop or you will receive a \$5 fine. For every late day incurred, patrons will be charged \$1.

Toys